Outline of Support Services Comprehensive Problem

1. A comprehensive problem of three days duration will be used
    to conclude and summarize the JOT Support Services Course.
    The problem will attempt to present the students with situa
    tions which they might encounter while serving as administr
    tive officers at small or medium size stations.

2. Type of Problem. The problem will consist of a series of
    in-box situations which must be solved by the student. In
    all cases the student response will be in the form of a dis
    patch, cable, written plan, memorandum, completion of a for
    other paper response, or a combination of these.

3. Timing. The problem will be held the last week of the cour
    from Tuesday afternoon through Friday morning, 15 through
    19 March. Approximately one-half day or less will be used
    for reading into the problem, two days for completing the
    problem, and one-half day for critiquing the problem.

4. Setting. The problem will be set in a fictitious Latin
    American country (Vespuccia) for which a post report has
    already been prepared. The student will be the administra-
    tive officer in the Station with a complement of ten office
    and three clerical personnel. In addition to the post re-
    port, the students will have a description of the Station
    its mission, T/O, etc.

5. Personnel. The Chief Instructor will supervise the problem;
    he will initiate the various actions and be present to answer
    any questions which arise during the running of the problem.
    During the critiques, representatives of the DDS offices
    concerned will be present to discuss their approach or solu-
    tion to the problem.

6. Evaluation. The papers produced by the students during the
    problem will be used for evaluation purposes. They will be
    circulated among the appropriate DDS officers who assisted
    in the critique for their comments and evaluation. It is
    felt that such factors as "knowledge of and use of regula-
    tions", "imagination", "concern for security or cover",
    "satisfactory completion of the requirement" can be deter-
    mined and recorded.

7. The problem will be conducted in the Headquarters Building
using Room 1A-13 and several other small rooms which can be
borrowed for the two-day period.

8. In-box situations. The students will be given a number of
in-box situations to solve. The situations will have varying
degrees of priority. Priority will be determined by the
student. Situations will include:

25X1C

25X1C
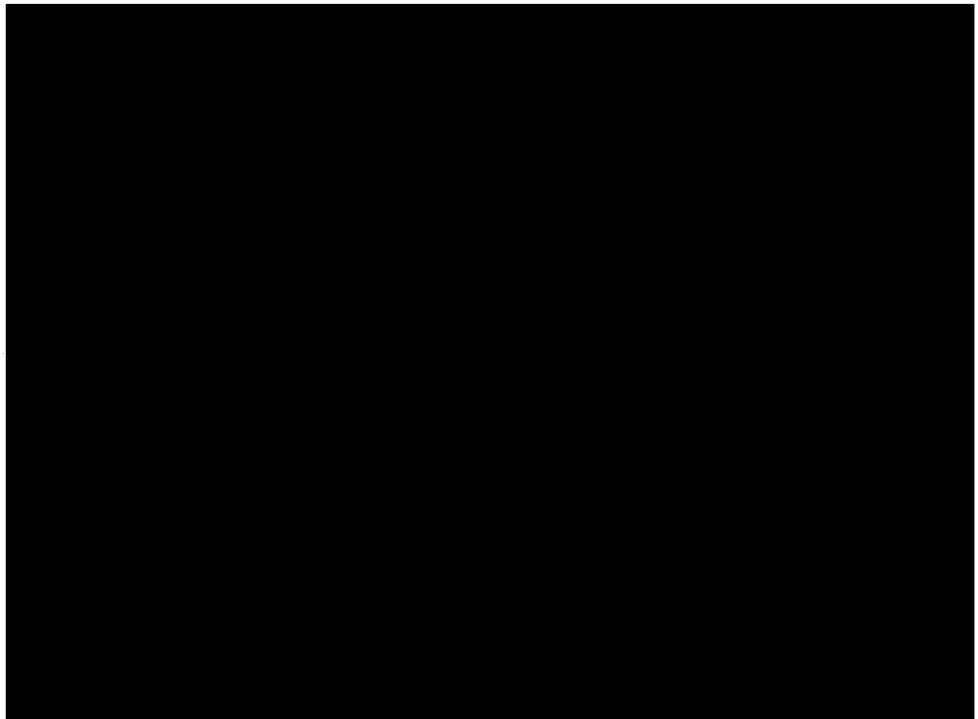
Role playing?

Evaluation: A Number of quizzes

Committees.

Comprehensive problem.

Vernon:
- Picture of personality
- Intelligence:
→ MAH - In other words
would we like this officer +
getting along with people → Chas.
- What Vernon needs is
(a) assignment info →
(b) In a few weeks the